



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Donna F. Winterson, Treasurer  
Friends of Mark Foley for Congress  
P.O. Box 30505  
Palm Beach Gardens, FL 33420

Identification Number: C00289140

OCT 3 2000

Reference: July Quarterly Report (4/01/00-6/30/00)

Dear Ms. Winterson:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-On Schedule B of your report, you have itemized disbursements for which you have failed to include the date and the mailing address. Please amend your report to include the missing information. (11 CFR §104.3(b)(4))

-Please note that operating expenditures itemized as memo entries require disclosure of the same information as all other itemized operating expenditures, i.e. the date of the payment to vendor, amount, address, and purpose.

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions, which require additional clarification, include but are not limited to "advance", "consulting", "commission", "contract labor", "election day expense", "expenses", "other expenses", "expense reimbursement", "miscellaneous", "outside services", "get-out-the-vote" and "voter